

## HUMAN RESOURCES MANAGER

### Class Definition

Under direction, plans, organizes and directs the activities of the Human Resources Operations Division of the Department of Administrative Services.

### Distinguishing Characteristics

Human Resources Manager is a division head responsible for directing the activities of the Human Resources Operations Division in the Department of Administrative Services. The division has primary responsibility for providing services such as recruitment, testing, classification, records, salary administration and Equal Employment Opportunity activities. This is an unclassified position in which the incumbent serves at the will of the Director of Administrative Services/Controller and reports to the Assistant Director.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information does not reflect Essential Functions for this class.)

Focuses and prioritizes human resource activities toward the goal of providing quality and timely service to customers.

Plans, organizes and supervises the work of subordinate employees.

Develops and administers budgets for assigned programs.

Implements Equal Employment Opportunity policies and procedures.

Evaluates and makes recommendations for merit system improvements.

Interprets, implements, and counsels City staff and the public on Civil Service and personnel policies and procedures.

Prepares material for approval by superiors and action by the City Manager and City Council.

Performs more difficult classification and task analysis studies.

May represent the City and department heads before the Retirement Boards, Civil Service Board, and City Council.

Directs salary and fringe benefit surveys of private and public agencies.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of the principles of customer service and service delivery.

Considerable knowledge of the general principles of public personnel administration.

Considerable knowledge of the principles of job analysis, job structuring and other techniques of position classification.

Considerable knowledge of the methods and techniques of test development and administration.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of federal and state Civil Rights/Equal Opportunity laws and practices.

Knowledge of statistical techniques used in validating test instruments.

Ability to supervise and provide professional guidance and motivation for subordinate employees.

Ability to interpret and apply provisions of contracts, ordinances and other regulations and policies relating to human resources activities.

Ability to research, compile, analyze and draw sound conclusions from statistical and other data.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to prepare clear, concise and comprehensive written materials.

Ability to establish and maintain productive working relationships.

Minimum Qualifications

A Bachelor's Degree from an accredited college or university in Business or Public Administration, Political Science, or related field; and four years of professional human resources experience in recruitment and examination or classification and salary administration, preferably with a public agency, which included, or is supplemented by, one year at the supervisory level. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director

DATE: \_\_\_\_\_

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